

**Position Requirements Document Cover Sheet****Position Number: 14089****Classification:** Contract Specialist (Proc Anal)(Supv), YA-1102-03**Local Title:** Associate Director for Small Business**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2<sup>nd</sup> Div: Office of the Deputy Program Executive Officer3<sup>rd</sup> Div: Small and Disadvantaged Utilization Office4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:****Title:** Kevin Dietrick

COL, SC

**Signature:** //S//**Date:** 6 July 2007**Higher Supervisor or Manager:****Title:****Signature:****Date:**

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** James T. Blake

Program Executive Officer

**Title:****Signature:** //S//**Date:** 7/6/07**FLSA:** Exempt**Drug Test:****Key Position:****Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** C**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:** 8**Cont Job Site:****Financial Disclosure:** ☐ Public Financial☒ Supervisor ☐ Manager**Citation 1:** USOPM PCS for Contracting Series, GS-1102, TS-71, December 1983**Citation 2:** OPM General Schedule Supervisory Guide, TS-123, Apr 98**Citation 3:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 1401**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:****Mobilization:****Career Prg ID:** 14**CAPL Number:****Acq Posn Type:** 4**Acq Prog Ind:****Career Spec – Sec:** 8**Mobility:**☒ Confidential Financial☐ Neither

## **Position Requirements Document**

### **I. Organization information:**

Position located in the Small Business Program Office of the Program Executive Office for Simulation, Training and Instrumentation (PEO STRI).

### **II. Position information:**

Contract Specialist (Proc Anal) (Supv), YA-1102-III.

### **III. Duties:**

1. As Associate Director for Small Business Programs in the PEO STRI Small and Disadvantaged Business Utilization (SADBU) Office and program manager for the SADBU Program, is responsible for developing policy, establishing procedures, and publishing general direction and guidance for the SADBU specialist. Serves as the principal advisor to the PEO, Deputy PEO, Director Acquisition Center/PARC, PEO STRI staff and elements reporting directly to the PEO on all matters pertaining to small business, disadvantaged business, labor surplus area, veteran-owned and HUBZone business, Historically Black Colleges and Universities/Minority Institutions (HBCUS/MIs) and other socio-economic business programs.

Within the broad limitations and objectives established by the Office, Secretary of Defense, Office Secretary of the Army, and the Director, Acquisition Center/PARC, plans and directs the PEO STRI SADBU Program (including Section 8(a)) contracting to ensure that small and disadvantaged business, labor surplus, veteran-owned, HUBZone, women-owned, and HBCUs/MIs are given an equitable opportunity to participate to the fullest possible extent in the Acquisition Center procurement programs. Coordinates program activities and ensures uniformity of administration. Provides technical assistance on problems or situations involving new and unique elements, widespread Center ramifications, conflicting interests, interpretation of policies and objectives or liaison with higher authority, other government agencies or industrial organizations.

Develops and recommends policies and procedures and other guidelines in support of PEO STRI SADBU programs. Interprets DA policy and guidance and in turn provides appropriate policy guidance to the effected elements of the PEO. Provides technical advice, assistance and information to all segments of PEO STRI higher authority, other major services of DoD and other agencies of the government.

Plans for both immediate and long-range objectives. Guides and directs PEO STRI activities toward the accomplishment of the expressed policies as delineated in legislation and regulatory matters for the fulfillment of such enactment. Develops,

controls, coordinates and publishes the PEO STRI SADBUs program objectives.

Establishes and maintains PEO STRI-wide subcontract program to include plan evaluation and administration policy, guidance and oversight.

Establishes procedures and publishes direction pursuant to DoD, DA policies and guidance for small and disadvantaged business. Staff supervises and provides guidance to SADBUs specialist through the operating control channels. Evaluates the effectiveness of his/her performance.

Receives and reviews appeals of small business "set aside" decisions and Certificates of Competency forwarded to the Office of the Secretary of the Army, Director, SADBUs, and makes appropriate recommendations to the Office of the Secretary of the Army, and Director SADBUs for the Director of the Acquisition Center.

Establishes and maintains continuing liaison with industry through counseling at DoD industry briefings, research and development conferences and with procurement and technical personnel at state and local community industry affairs.

Supports members of Congress through congressionally sponsored Business Opportunity/Federal Procurement Conferences by providing counseling and business advice to small and minority business representatives. Attends congressional hearings, when requested, which are concerned with small business matters. Prepares to present the PEO STRI SADBUs Program, policy and procedures and to answer questions pertaining thereto if required.

Serves as the focal point for industry inquiries, including counseling and advising on how to do business with PEO STRI, how to prepare and submit bids and proposals, and on all matters pertaining to SADBUs, HBCUs/MIs, and labor surplus area programs. Coordinates with and assists business and industrial organizations to encourage their participation in defense procurement and production, and RDTE.

Serve as a member of the DA Small Business Council. Serves as advisor to the Army, which affects PEO STRI, in order to assist in developing unity of action on small business matters.

Keeps the PEO, DPEO, Acquisition Center Director/PARC and staff offices advised on the status of socio-economic activities, of new developments in business techniques and pending legislation having an effect on aforementioned programs. Assists these individuals in the preparation of information for presentation before Congressional committees and assists those who testify before such committees on the measures taken by the PEO to ensure that socio-economic firms are provided an opportunity to participate in PEO STRI programs.

Speaks as the technical authority on the PEO STRI SADBUs, LSA and HBCUs/MIs programs at meetings and conferences or at industrial meetings and interprets the effects of proposed legislation on the program.

Performs other duties as assigned.

### **Supervisory Responsibilities**

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on non-routine, costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

### **Critical Acquisition Position**

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

#### **IV. Factors:**

Factor: 1. - Problem Solving

Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate

political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision                      Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication                                      Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management                              Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

### **Security Clearance and Travel Requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

### **Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.**

Knowledge of the DoD Small Business Program.

Knowledge of and ability to interpret contracting and procurement statutes, regulations, policies and procedures that cover different contract types.

Ability to develop, coordinate, and implement contracting and procurement guidance, policies, procedures, programs, and directives.

Ability to identify and analyze problems, conduct research, summarize results, and make appropriate recommendations to others (including the business community, colleagues, Senior Executives, and General Officers).

Ability to display interpersonal skills to effectively establish and maintain cohesive relationships with others (including the business community, colleagues, Senior Executives, and General Officers).

Ability to communicate orally (to include ability to brief and make recommendations on technical issues and to inform diverse groups through oral presentations).

Ability to communicate in writing (including technical writing).

Ability to negotiate in a contracting and procurement environment.

Ability to lead and influence others.

Knowledge and experience in DOD weapon systems acquisition and life cycle management policies, procedures, and practices.